

CITY OF CHATTANOOGA ART OF CHANGE FUND
APPLICATION FOR EMERGENCY, SHORT-TERM FUNDS
FY 2008-2009

This fund is limited to one-time emergency needs. Applicants must provide a receipt for all funds expended under this program.

Applicant: _____ 501(c) 3 Organization ☐ Yes ☐ No

Mailing Address: _____

Telephone No. _____ Fax #: _____ Duns# _____ Federal Tax ID # _____

Contact Person and Telephone Number: _____

E-Mail Address: _____

Type of Request and Target Populations: _____

1. Reason for the request: _____

2. Briefly describe the project request and explain how the funds will be used:

3. Project Start Date _____ Completion Date _____

4. Identify and Describe Project Funding Sources after this award:

5. Please identify the primary beneficiaries this project will serve and the number to be served:

_____ Homeless Individuals

_____ Homeless Families

_____ Homeless Youth

Total Number expected to Serve: _____

Please identify source of the estimate of persons to be served:

6. Previous Experience

Has the organization carried out homeless people before, or attempted it before? _____ Yes

_____ No

Do you currently help homeless people? _____ Yes

_____ No

If yes, what kind of help do you currently provide?

7. Are you aware of services or activities similar to the proposed project provided by other organizations in the City of Chattanooga? _____ Yes _____ No

If yes, how will you avoid duplication of services?

Note: If you expect to provide more than \$1,200 per year in assistance, you should consider applying for the Art of Change Grant.

BOARD OF DIRECTORS AUTHORIZATION

Certifications

I (We) certify that _____, the Applicant, provides services in compliance with Title VI of the Civil Rights Act of 1964, and will document compliance at the United Way's request.

I (We) certify to the United Way of Greater Chattanooga that the Board of Directors of the organization identified in this application has authorized the submission of this request for funding support. I (We) certify that the information contained in this proposal is true and complete to the best of my (our) knowledge.

Signature of Authorized Official

Date

Signature of Authorized Official

Date

**APPLICATION INSTRUCTIONS FOR ART OF CHANGE
EMERGENCY, SHORT-TERM FUNDS**

Narrative Section

Please be brief and concise in your responses to the following items. Organize your responses according to the headings below. **Your application (excluding attachments) should not exceed two (2) pages. Please do not rearrange the order of information as requested.**

A. Need for the Request

Describe the need which the proposed request is designed to meet, or the problem that it is designed to solve. Describe how the need for this service was determined and how the proposed request will meet the identified needs. Provide evidence of the need or problem.

B. Proposed Activities

Describe your plan for the use of the funds:

- Who will benefit from the project and how?
- How will you coordinate this project with others in the community? Explain any efforts to solicit neighborhood, community or target group input.
- Describe specific geographic location of proposed activities.

C. Applicant Description

Provide a brief description of the organization; its mission, accomplishments and funding sources.

D. Management

How will the proposed funds be managed? Describe the process whereby it will be decided who gets assistance and who doesn't. Who will make those decisions? How will you make sure that the funds go to the appropriate place?

E. Application Attachments

Include **one copy** of the following documents with the original application:

1. Internal Revenue Service proof of 501 (c) (3) designation, in existence for at least one year.
2. List of the Board of Directors and ethnicity of Members.
3. Board of Directors authorization to submit application (application package).

Include **six (6) copies** of the application without the attachments for the review panel. Do not bind or staple. Copies should be three-hole punched separated by a colored sheet. The original and 6 copies should be bound together with a rubber band.

Failure to include the above documents will forfeit the application and will not be considered for funding.